

Confidential Site Selection Worksheet

Send Completed Worksheet To:

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Confidential

Completion of the following worksheet will aid the staff of the Trade and Commerce Agency in undertaking a comprehensive site and facilities search. While all of the information is important, do not feel obligated to include information that may be sensitive or confidential. In addition, if all of the information is not readily available, indicate that the information will be forwarded at a later date by entering "FORWARD" in the blank or appropriate area. We appreciate having the opportunity to work with you and your company. Your judgement in completing this worksheet will be respected.

Thank you.

This Form Completed by:

Company Name: _____

Your Name: _____

Title: _____

Street: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

Date: _____

Please attach your business card.

General Information

Business and Product Description

• Please briefly describe the nature, size, and history of your business in the space provided:

Estimated Investment

\$ _____	Land
\$ _____	Building
\$ _____	Equipment
\$ _____	Total

Site Selection Factors

• Please rate, from 1–5, each of the following factors that would be important to your company in making a decision to expand operations in California or relocate out of state. (1=Very Important; 5=Not very Important.)

_____	Labor Cost and Availability
_____	Proximity to Engineering Talent
_____	Land and Building Cost
_____	Housing Cost
_____	Proximity to International Airport
_____	Proximity to Port
_____	Government Business Incentive Programs
_____	Pro-Business Community & Government
_____	Utility Cost (gas & electric)
_____	Water Availability and Cost
_____	Transportation Access
_____	Proximity to Research Universities
_____	Proximity to Suppliers and Customers
_____	Other
_____	Other

Land and Building Requirements

_____ Acres Required (min. to max.)

_____ Building Size Required (sq. ft.)

_____ Office (sq. ft.)

_____ Warehouse (sq. ft.)

_____ Production (sq. ft.)

_____ Clean Room (sq. ft. if applicable)

_____ Refrigeration (sq. ft. if applicable)

_____ Other (sq. ft. describe)

_____ Clear Ceiling Height (ft.)

_____ # Truck Doors

Other Building Requirements _____

(Indicate preference by rating 1 to 4)

_____ Purchase Existing Building

_____ Lease Existing Building

_____ Own New Construction

_____ Build-To-Suit/Lease

_____ Other (describe) _____

Expansion Schedule

When would you like to begin construction? (Month/Day/Year)

When does the facility need to be ready for occupancy? (Month/Day/Year)

When does the facility need to be in operation? (Month/Day/Year)

Transportation Requirements

_____ Truck Acceptable Distance to Interstate/Major Highway. _____ Miles
Number of Trucks Entering or Leaving the Facility Each Day _____
_____ Air Preferred Distance to Airport. _____ Miles
Type: _____ Commercial _____ Private _____ Cargo _____
_____ Rail On-Site: _____ Yes _____ No _____
Carloads Per Week _____
_____ Ship Preferred Distance to Deepwater Port. _____ Miles

Utility Requirements

Electricity

_____ (immediate) _____ (in 5 yrs) Demand (Kilowatts)
_____ (immediate) _____ (in 5 yrs) Usage (Kilowatt hours/month)
_____ (immediate) _____ (in 5 yrs) Desired Service Voltage
_____ (immediate) _____ (in 5 yrs) Hours of Operation (a.m/p.m.)
_____ (immediate) _____ (in 5 yrs) Operating Days/Weeks

Natural Gas

_____ (immediate) _____ (in 5 yrs) 1,000 Cu. Ft./Hour
_____ (immediate) _____ (in 5 yrs) Therms/Month

Gas and electric bills from similar facilities aid in determining the applicable rates. If available, please attach copies.

Would you like to investigate the cost savings of an interruptible electricity rate?

Would you like to investigate energy efficiency incentives offered by public utilities?

(If yes above, please attach a description of the major electrical equipment used in your facility.)

Water

_____ (immediate) _____ (in 5 yrs) Gallons per day

Waste Water

_____ (immediate) _____ (in 5 yrs) Gallons per day
_____ (immediate) _____ (in 5 yrs) Suspended Solids (lbs./day)
_____ (immediate) _____ (in 5 yrs) Biological Oxygen Demand (lbs./day)
_____ (immediate) _____ (in 5 yrs) Other _____

Employment Information

Total number of employees at new facility. _____

Number of transfers from existing operations. _____

Number of new hires at new facility. _____

If interested in a wage rate quote, please provide a job description for the new hires.

Number	New Hire Job Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Competition from Other States

What other states are being considered for your company’s facility expansion?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Geographic Preference

Indicate the California areas of interest by numbering the regions below from 1 to 9 in order of priority, 1 being the highest (please refer to the map on the following page).

- Northern California Region _____
- Sacramento Region _____
- Bay Area Region _____
- Central Valley Region _____
- Central Coast Region _____
- Los Angeles Region _____
- Orange County Region _____
- Inland Empire Region _____
- San Diego Region _____

California's 9 Regions

